

VACANCY NOTICE

RHODE ISLAND JUDICIARY

Title of Position:	Coordinator, Special Projects	Classification Code:	00664600
Salary Range:	Gr. 8827A \$46,703 - \$52,822	Reference Position Number:	2725-50200-#002
Department or Agency Name:	Judicial	Application Period:	May 3 - 12, 2006
Division/Section/Unit:	Judicial		
Shifts and Days:	Monday - Friday 1st	Job Location:	Providence
Restrictions/Limitations:	<u>PENDING AVAILABILITY OF FUNDS/ LIMITED PERIOD</u>		
Position Covered by Collective Bargaining Union Agreement:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Name of Bargaining Unit:			

INSTRUCTIONS

STATE EMPLOYEE: Applications are now being accepted for the position(s) indicated. Please complete fully the CS-14 Application form; and the RIEEO 378 Affirmative Action Card. Remember to include either on the application or within a cover letter, both the Position Title and Number.

MOST IMPORTANT- please include the following information:

- | | |
|--|----------------------------------|
| ◆ The title of the position for which you are applying | ◆ Date you entered State service |
| ◆ Name of department where you are currently employed | ◆ Your business telephone number |
| ◆ Title of your present position and date you entered it | ◆ Present Union Affiliation *** |
- ***In certain agencies, bargaining union applicants will receive preferential consideration according to contract

NON STATE EMPLOYEE: Please submit an Application Letter and Resume to the address below. Please include the Position Title and Number.

MEDICAL INFORMATION: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules and Regulations of the Americans with Disabilities Act (ADA)

DUTIES /RESPONSIBILITIES:

To assist the Drug Court Magistrate with the administration of the Adult Drug Court calendar. To be responsible for scheduling, noticing, calendar preparation, and maintaining sessions. To perform all duties as assigned by the Drug Court Magistrate, the Superior Court Administrator, or the Superior Court Deputy Administrator.

EDUCATION/EXPERIENCE/SPECIAL REQUIREMENTS:

Education as may have been gained through the possession of an Associates Degree from an accredited college; experience such as may have been gained through employment in a Judicial system or a combination of education and experience equivalent to the above.

Apply within the application period as shown in this announcement. **NOTE:** Some state union contracts allow a 3 day grace period for receipt of application. This Office does not assume responsibility for applications sent through the mail.
SEND RESUME AND/OR CS-14 Application to:

Joseph V. Conley
Deputy Superior Court Administrator/Clerk
250 Benefit Street
Providence, RI 02903
401-222-8749

TDD#: 401-222-3269

(Telecommunication Device for the Deaf)

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER

AMERICAN WITH DISABILITIES ACT (ADA) PROVISIONS

Reasonable Accommodation:

If an applicant is unable to perform any essential job functions because of his/her disability, but can achieve the required results by means of a **REASONABLE ACCOMMODATION**, then the individual shall **not** be considered unqualified for the position.